



➔ SKILLED WORKERS. SMART BUSINESS. STRONG WISCONSIN.

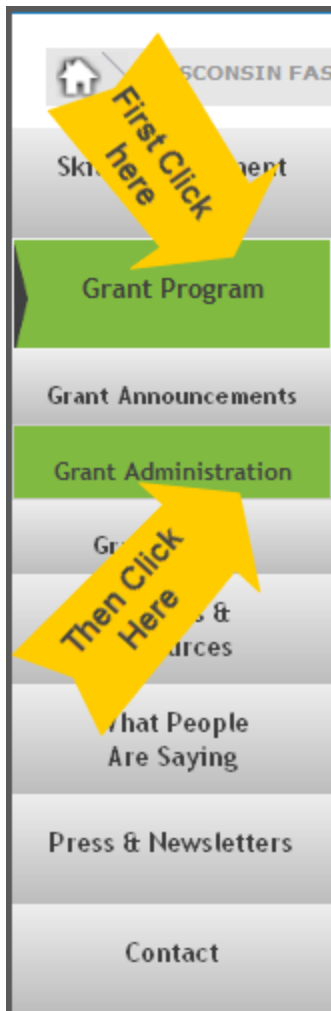
Trainee Data Guide

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Access to the Trainee Data System as a Project Director


On the Wisconsin Fast Forward Website, www.wisconsinfastforward.com, go to the left side bar and click on Grant Program. This will open up two sub categories, and you will want to click on Grant Administration.



Application Writers who will be Entering Participant Data

If you already have a WFF logon because you were an application writer please e-mail WisconsinFastForward@dwd.wisconsin.gov to have our staff assign you a logon for the trainee data.

Other Staff who will be entering Participant Data

Project Directors who were not an application writer please click the  button and create a Logon.

If you already have set up an individual account with DWD for Job Center of Wisconsin, Unemployment Insurance, Skills Explorer, Worknet, etc., you can use that logon for WFF grants. Your logon will get you to the registration portion.

When you login for the first time to register, you will be directed to enter some basic information about you and your organization. To access the Grantee Database you will want to select Project Director. You will also need your Correspondence ID. This is listed as your Grant ID on the first page of your contract.

WISCONSIN FAST FORWARD > GRANT PROGRAM > APPLICANT REGISTRATION

Need Help?

Registration for Wisconsin Fast Forward

Logout

Complete this registration only if you will be performing in any of the below roles

First Name

Middle Initial

Last Name

Address 1

Address 2

City

State

Select the Role :

☐ Application Writer

☒ Project Director


Enter Correspondence ID requesting access as a Project Director Role :

Wisconsin Fast Forward staff will receive notification that you have registered and want to be authorized to use the WFF online application program. OSD staff will review your registration and determine authorization. Once you receive notice that you are authorized you may again log in and will be able to see the first page of the grant application. Once you have a Trainee Data Login it will bring you to the Grant Awards page.

Trainee Enrollment Data


After you log in, click Add Trainee. This will bring up the enrollment screen.

STATE OF WISCONSIN

DWD

Department of Workforce Development

MY GRANTS

 WISCONSIN FAST FORWARD > GRANT PROGRAM > AWARDED GRANT

[Need Help?](#)

Awarded Grant

[Logout](#)

Correspondence ID : 1354654621

Applicant : bank llc

Project Name : finance world

Trainee(s)

First Name	Last Name	Birth Date
<div>Add Trainee</div>	<div>Click Here</div>	

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The Trainee screen collects demographic and pre-training information. Please fill in all information for each trainee.

Trainee

First Name :

Middle Initial :

Last Name :

Date of Birth :

SSN :

Gender : ☐ Male ☐ Female ☐ Undisclosed

Demographics & Pre Training

County of Residence :

Race : ☐ American Indian ☐ Black/African American ☐ White ☐ Asian ☐ Hawaiian Native Pacific Islander ☐ Other ☐ Unknown/Undisclosed

Ethnicity : ☐ Hispanic ☐ Non-Hispanic ☐ Undisclosed

Training Start Date :

Trainee Classification :

Employment Status :

Post Training

Save

The County of residence includes all Wisconsin Counties and also counties that border Wisconsin.

Trainee

First Name : JoeMiddle Initial : JLast Name : Johnson

Date of Birth : 12/10/1971SSN : 111-11-1111Gender : ☒ Male ☐ Female ☐ Undisclosed

Demographics & Pre Training

County of Residence :
Race :
Ethnicity :
Training Start Date :
Employment Status :

Select County

Out of State - MN - Fillmore
Out of State - MN - Olmstead
Out of State - IA - Winneshiek
Out of State - MN - Chisago
Adams
Ashland
Barron
Bayfield
Brown
Buffalo
Burnett
Calumet
Chippewa
Clark
Columbia
Crawford
Dane

☐ Black/African American
☐ Hawaiian Native Pacific Islander
☐ Undisclosed

☐ White
☐ Other

Classification :

Post Training

Save

Trainee classification refers to the person's employment situation when they started the training. The choices are unemployed, underemployed, incumbent-existing and incumbent new hire. If the person has been recently hired by your agency, then they would be an Incumbent-New Hire.

Trainee

First Name : Joe

Middle Initial : J

Last Name : Johnson

Date of Birth : 12/10/1971

SSN : 111-11-1111

Gender : ☒ Male ☐ Female ☐ Undisclosed

Demographics & Pre Training

County of Residence : Barron

Race : ☐ American Indian ☐ Black/African American ☒ White ☐ Asian ☐ Hawaiian Native Pacific Islander ☐ Other ☐ Unknown/Undisclosed

Ethnicity : ☐ Hispanic ☒ Non-Hispanic ☐ Undisclosed

Training Start Date : 02/27/2014

Employment Status :

Trainee Classification :

UnemployedUnderemployedIncumbent - ExistingIncumbent - New Hire

Post Training

Save

If the person is unemployed, after you finish entering the employment status click "save" and the entry for pre-training data is complete. If the person is Underemployed or an Incumbent the system will require additional data elements about the trainee's employment.

Trainee

First Name : JoeMiddle Initial : JLast Name : Johnson

Date of Birth : 02/27/2014SSN : 111-11-1111Gender : ☒ Male ☐ Female ☐ Undisclosed

Demographics & Pre Training

County of Residence : Barron

Race :

☐ American Indian☐ Black/African American☒ White

☐ Asian☐ Hawaiian Native Pacific Islander☐ Other

☐ Unknown/Undisclosed

Ethnicity :

☐ Hispanic☒ Non-Hispanic☐ Undisclosed

Training Start Date : 02/27/2014Trainee Classification : Unemployed

Employment Status : Not Employed

Post Training

Save

If the person is employed additional questions about the hours, type of employment and employer wage and name will be added to the pre-trainee information.

The options in the drop down for Employment Hours are either Full-Time or Part-time.

The screenshot shows a web form titled "Trainee" with a yellow header and a blue footer. The form is divided into two main sections: "Demographics & Pre Training" and "Post Training".

Demographics & Pre Training

First Name : Middle Initial : Last Name :

Date of Birth : SSN : Gender : ☒ Male ☐ Female ☐ Undisclosed

County of Residence :

Race : ☐ American Indian ☐ Black/African American ☒ White ☐ Asian ☐ Hawaiian Native Pacific Islander ☐ Other ☐ Unknown/Undisclosed

Ethnicity : ☐ Hispanic ☒ Non-Hispanic ☐ Undisclosed

Training Start Date : Trainee Classification :

Employment Status :

Employment Hours :

Employment Type :

Hourly Wage :

Employer Name :

Post Training

For Employment Type, please select whether it is permanent, seasonal, or temporary.

Trainee

First Name : Joe Middle Initial : J Last Name : Johnson

Date of Birth : 02/27/2014 SSN : 111-11-1111 Gender : ☒ Male ☐ Female ☐ Undisclosed

Demographics & Pre Training

County of Residence : Barron

Race : ☐ American Indian ☐ Black/African American ☒ White
☐ Asian ☐ Hawaiian Native Pacific Islander ☐ Other
☐ Unknown/Undisclosed

Ethnicity : ☐ Hispanic ☒ Non-Hispanic ☐ Undisclosed

Training Start Date : 02/27/2014 Trainee Classification : Underemployed

Employment Status : Employed

Employment Hours : Full-Time 32 or more hours per week

Employment Type :
Temporary
Seasonal
Permanent

Employer Name :
Hourly Wage :

Post Training

Enter the name of the employer and the hourly wage of the trainee.

Trainee

First Name : Joe Middle Initial : J Last Name : Johnson

Date of Birth : 02/27/2014 SSN : 111-11-1111 Gender : ☒ Male ☐ Female ☐ Undisclosed

Demographics & Pre Training

County of Residence : Barron

Race : ☐ American Indian ☐ Black/African American ☒ White
☐ Asian ☐ Hawaiian Native Pacific Islander ☐ Other
☐ Unknown/Undisclosed

Ethnicity : ☐ Hispanic ☒ Non-Hispanic ☐ Undisclosed

Training Start Date : 02/27/2014 Trainee Classification : Underemployed

Employment Status : Employed

Employment Hours : Full-Time 32 or more hours per week

Employment Type : Permanent

Employer Name : Dollars Unlimited Hourly Wage : 9.75

Post Training

After you have completed these data elements for your employed trainees click save.

First Name : Middle Initial : Last Name :

Date of Birth : SSN : Gender : ☒ Male ☐ Female ☐ Undisclosed

Demographics & Pre Training

County of Residence :

Race : ☐ American Indian ☐ Black/African American ☒ White
☐ Asian ☐ Hawaiian Native Pacific Islander ☐ Other
☐ Unknown/Undisclosed

Ethnicity : ☐ Hispanic ☒ Non-Hispanic ☐ Undisclosed

Training Start Date : Trainee Classification :


Employment Status :

Employment Hours :

Employment Type : Hourly Wage :

Employer Name :

Post Training



After you click save it will bring you back to the summary page. You can add a new trainee, edit an already entered trainee's information, or you can enter post trainee data.

STATE OF WISCONSIN DWD
Department of Workforce Development

Search our Website Search DWD

MY GRANTS

Need Help?

WISCONSIN FAST FORWARD > GRANT PROGRAM > AWARDED GRANT

Awarded Grant Logout

Correspondence ID : 1354674621
Applicant :
Project Name : world

First Name	Last Name	Birth Date	
Joe	Johnson	02/27/2014	Delete

Add Trainee

Click Here to Edit or Add Post Training Date

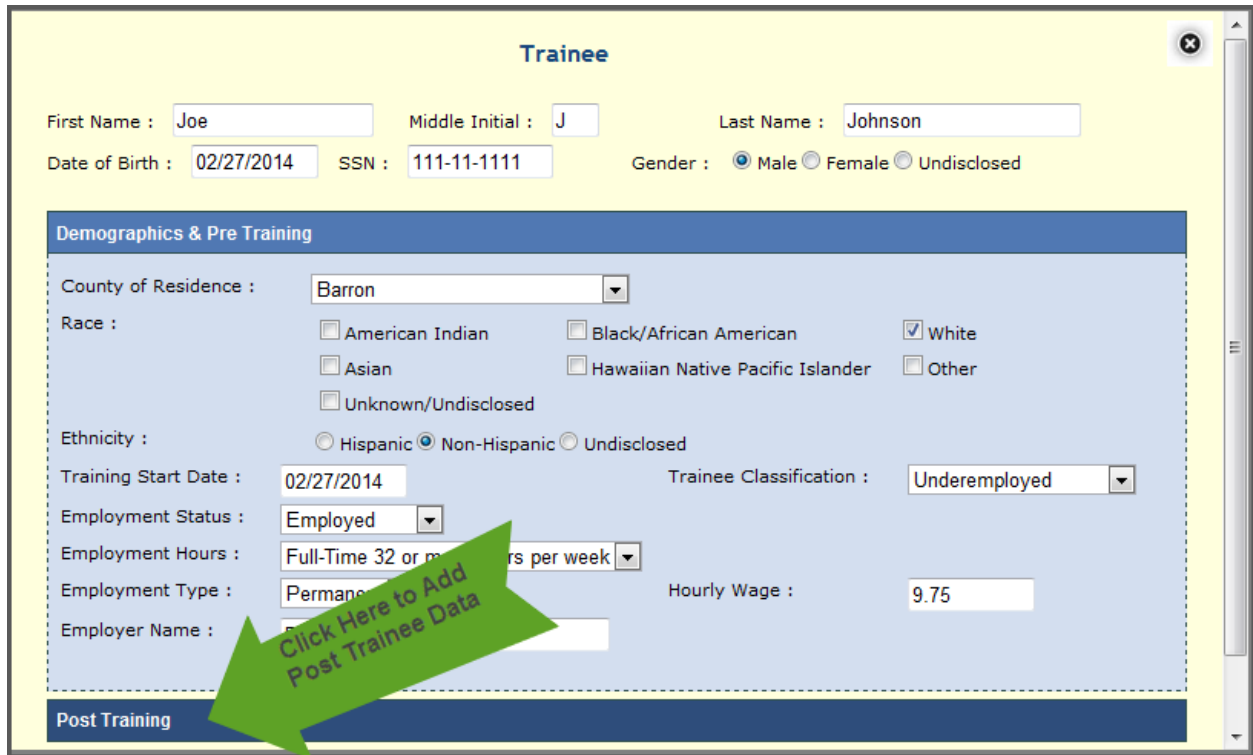
Click Here to Add another Trainee

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Post Training Data

To add post trainee data you want to click on the first name of the person that you wish to add data. This will open the trainee's data.

Then click on the Post Trainee blue bar, this will open up the Post Trainee Section.



The screenshot shows a web form titled "Trainee" with a yellow header. Below the header, there are input fields for personal information: First Name (Joe), Middle Initial (J), Last Name (Johnson), Date of Birth (02/27/2014), SSN (111-11-1111), and Gender (Male selected). Below this is a section titled "Demographics & Pre Training" with a blue header. It contains fields for County of Residence (Barron), Race (White selected), Ethnicity (Non-Hispanic selected), Training Start Date (02/27/2014), Trainee Classification (Underemployed), Employment Status (Employed), Employment Hours (Full-Time 32 or more hours per week), Employment Type (Permanent), Hourly Wage (9.75), and Employer Name. A green arrow points to the "Post Training" blue bar at the bottom of the form, with the text "Click Here to Add Post Trainee Data".

Trainee

First Name : Joe Middle Initial : J Last Name : Johnson

Date of Birth : 02/27/2014 SSN : 111-11-1111 Gender : ☒ Male ☐ Female ☐ Undisclosed

Demographics & Pre Training

County of Residence : Barron

Race : ☐ American Indian ☐ Black/African American ☒ White ☐ Asian ☐ Hawaiian Native Pacific Islander ☐ Other ☐ Unknown/Undisclosed

Ethnicity : ☐ Hispanic ☒ Non-Hispanic ☐ Undisclosed

Training Start Date : 02/27/2014 Trainee Classification : Underemployed

Employment Status : Employed

Employment Hours : Full-Time 32 or more hours per week

Employment Type : Permanent Hourly Wage : 9.75

Employer Name :

Post Training

Click Here to Add Post Trainee Data

You will want to add in the date the training ended and the training outcome. The choices are: completed the training, failed, or withdrawn. If you select Failed or Withdrawn this will be the end of your post training data entry and you can click save to complete your entry.

Trainee

First Name : Joe

Middle Initial : J

Last Name : Johnson

Date of Birth : 02/27/2014

SSN : 111-11-1111

Gender : ☒ Male ☐ Female ☐ Undisclosed

Demographics & Pre Training

Post Training

Training Session End Date : 02/27/2014

Training Outcome :

CompletedFailedWithdrawn

Save

If the trainee completed the training please add whether he or she received a certification. If so you will want to check the appropriate box.

Trainee

First Name : Joe Middle Initial : J Last Name : Johnson

Date of Birth : 02/27/2014 SSN : 111-11-1111 Gender : ☒ Male ☐ Female ☐ Undisclosed

Demographics & Pre Training

Post Training

Training Session End Date : 02/27/2014 Training Outcome : Completed

Outcome Certification : ☐ Industry Recognized Certificate ☐ Course Credits

☐ Continuing Education Units ☐ Accrediation Received

Program Outcome :

Save

Then you want to enter the Program Outcome: whether they are Employed, Not Employed, or if the result is unknown.

Trainee

First Name : Joe Middle Initial : J Last Name : Johnson

Date of Birth : 02/27/2014 SSN : 111-11-1111 Gender : ☒ Male ☐ Female ☐ Undisclosed

Demographics & Pre Training

Post Training

Training Session End Date : 02/27/2014 Training Outcome : Completed

Outcome Certification : ☐ Industry Recognized Certificate ☐ Course Credits

☒ Continuing Education Units ☐ Accrediation Received

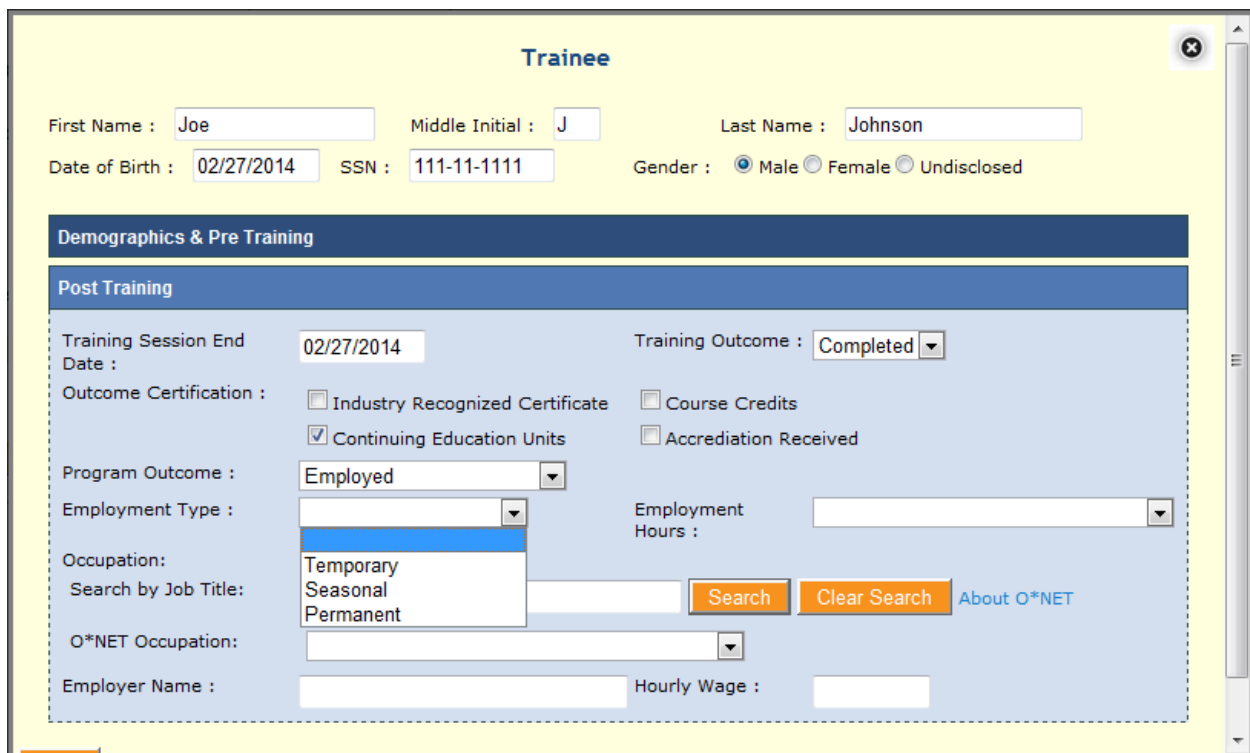
Program Outcome :

Save

- Employed
- Not Employed
- Unknown

If you select not employed or unknown in the employee outcome this will be the end of your post enrollee entry. Click Save.

If the Trainee is employed you will enter the Employment Type, the Employment Hours, whether the Trainee is employed full or part time.



The screenshot shows a web-based form titled "Trainee" with a yellow background. The form is divided into two main sections: "Demographics & Pre Training" and "Post Training".

Demographics & Pre Training

First Name : Joe Middle Initial : J Last Name : Johnson
Date of Birth : 02/27/2014 SSN : 111-11-1111 Gender : ☒ Male ☐ Female ☐ Undisclosed

Post Training

Training Session End Date : 02/27/2014 Training Outcome : Completed
Outcome Certification : ☐ Industry Recognized Certificate ☐ Course Credits
☒ Continuing Education Units ☐ Accreditation Received
Program Outcome : Employed
Employment Type :
Occupation: Temporary
Search by Job Title: Seasonal
Permanent
O*NET Occupation:
Employer Name : Hourly Wage :
Search Clear Search About O*NET

You also want to add the O*NET Occupation code. Enter the Job Title in the search field and click Search. The list of options will appear in the drop down box.

First Name : Joe Middle Initial : J Last Name : Johnson

Date of Birth : 02/27/2014 SSN : 111-11-1111 Gender : ☒ Male ☐ Female ☐ Undisclosed

Demographics & Pre Training

Post Training

Training Session End Date : 02/27/2014 Training Outcome : Completed

Outcome Certification : ☐ Industry Recognized Certificate ☐ Course Credits
☒ Continuing Education Units ☐ Accrediation Received

Program Outcome : Employed

Employment Type : Permanent Employment Hours : Full-Time 32 or more hours per week

Occupation:
 Search by Job Title: Banker [About O*NET](#)

O*NET Occupation: Select an O*NET Occupation: or search again

Employer Name : 1 Financial Services Hourly Wage : 18.25

Finally, you will want to click save. This will save the post training information to the person's record.

First Name : Joe Middle Initial : J Last Name : Johnson

Date of Birth : 02/27/2014 SSN : 111-11-1111 Gender : ☒ Male ☐ Female ☐ Undisclosed

Demographics & Pre Training

Post Training

Training Session End Date : 02/27/2014 Training Outcome : Completed

Outcome Certification : ☐ Industry Recognized Certificate ☐ Course Credits
☒ Continuing Education Units ☐ Accrediation Received

Program Outcome : Employed

Employment Type : Permanent Employment Hours : Full-Time 32 or more hours per week

Occupation:
 Search by Job Title: Banker [About O*NET](#)

O*NET Occupation: Select an O*NET Occupation: or search again

Employer Name : 1 Financial Services Hourly Wage : 18.25

Click Here to Save

Additional Help

For Technical Difficulty with the Online Application Process:

- If you are experiencing difficulty logging in:
Call the DWD Help Desk at 608-266-7252 to be connected to the Development Team
- If you have questions additional please contact the Wisconsin Fast Forward Staff:
 - Jayne Wanless Jayne.Wanless@dwd.wisconsin.gov 608-266-6809